

- Click **ASSIGN SELECTED**, if you know the volunteer is available and will want to volunteer, or **EMAIL SELECTED** to send a personalized note to each volunteer to ask if they are interested.
2. Direct Entry
- If you know the volunteer you can type their name directly into the name fields. You can click on the blue triangle next to the name fields to use the 'quick pick' tool. This tool lets you search on a persons name, this is helpful if you can only remember someone's first name!
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- Next to each volunteer's name are several fields that you can fill out. Including this information will help you develop an accurate record of your event, as well as make it possible to track volunteer hours more effectively. Fields include:
    - **Task:** The specific activity this volunteer will be doing. If you have predefined tasks (see Set-Up Your School in section 1 of this guide) you can click the blue arrow beside the field to use the 'quick pick' tool.
    - **Date:** The date this person will be volunteering (defaults to the event date but can be changed).
    - **Time:** The time this person will be volunteering (defaults to the start and end time but can be changed).
    - **Hours:** Calculates the number of hours the person will be volunteering. If time is left blank, you can simply enter the number of hours.
    - **Select:** Check this box to select a volunteer (or volunteers) if you wish to do the following:
      - **EMAIL SELECTED:** Used to email volunteers on an individual basis. This can be useful if you want to let them know the details about their specific task at the event.
      - **DELETE SELECTED:** Deletes a selected volunteer or task for a volunteer from an event.
  - Once any/all options are complete, click **SAVE**.

## Recurring Events

Assigning volunteers to recurring events is the exact same as one-time events with one notable exception. At the top of the chart you'll notice a series of dates; these refer to the next few occurrences of your event. For example, if you set up an event for every Friday you will see the next few Friday's listed by date across the top. Clicking on a date will take you to the exact same page for the date you clicked on.

"Copy From" Button – the 'Copy From' button lets you copy assignments from a previous date into your current date. This can be useful and save a lot of data entry time if you have the same folks volunteering time after time. This button won't overwrite any current assignments you might already have, it will just add the assignments from the previous date into the current one.

## Volunteers Assign Themselves to Events